

USER'S GUIDE TO POSTING VACANCY ANNOUNCEMENTS

Summary of Changes – October 2002

Chapter 1

Pg 1

- a) Period placed after the word “check” in first paragraph, 2nd sentence; remainder of the sentence “check your character count.....” deleted. (Changed with upgrade to 6.1 - no longer 999 character limit.)
- b) Deleted “A. New Requisitions Only:” and labeled “Send RPA to Resumix from Modern as paragraph “1”
- c) Moved sentence “Click <Others> at the bottom.....” to top of page 2 from third paragraph.
- d) New screen shot to show Recruit/Fill vice Time Off Award RPA.

Pg 2

- a) New screenshot to current date on RPA
- b) New screenshot to place highlight on Resumix-Requisition
- c) Moved sentence “The following window will.....” to top of page 3
- d) Moved paragraph “Note:” to page 4
- e) Revised number of data fields to 29-33 vice 31-43

Pg 3

- a) Revised statement in middle of page to clarify instructions. “Click <OK>. You are now ready

Pg 4

- a) Paragraph b. Revised sentence to clarify that finding requisition is not limited to searching on last 6 digits of RPA.
- b) Under “Note” added pages 2-3 & 2-4 from Resumix/CPDSS User’s Guide “Resumix Date Fields”.
- c) Reformatted Naming Conventions paragraph and consolidated all information on naming requisitions into this paragraph. Added reannouncing and targeted positions naming conventions from previous page 1-6.
- d) Changed screen shot to display menu in Resumix 6.1

Pg 5

- a) New Screen shot – “Save As” screen shot and example on how to rename using the “Save As” number are now consistent. Previous example had used a different “Save As” number than the example, it was confusing. Date changed to current year.
- b) Changed screen shot showing Requisition “save as” function and deleted error procedures since the previous error is no longer an issue in Resumix 6.1

Pg 6

- a) Incorporated information on previous page 1-6 to page 4, placing all Naming Conventions information in one section.

Pg 7

- a) New screen shot – deleted recruiters name. Guide will be posted to the web, you cannot use a real persons name on the web.
- b) Added note under “Post to the Web” cautioning not to check post until completed preparing vacancy announcement.
- c) Expanded information in missing or incorrect data fields under date needed.

Pg 8

- a) Updated information under field “Title” with information on how to create new titles.
- b) On old page 1-8 replaced screen shot (Example 1) and deleted text box “Location Name...”
- c) On old page 1-8 deleted last sentence “Location name is the location that is used for the...”
- d) Added **!TIP** to Salary data field based on OPM/USAJOBS Guidance Update No 02-9 dated 10 Sep 02

Pg 9

- a) Deleted FYI information “For Existing Requisitions...” -This feature does not work
- b) Deleted information about Firefighters and Contract Specialist and substituted a generic statement. These qualifications are subject to change on a frequent basis. Staffing (qualification issues) should not be part of the guide.

Pg 15

Replaced screen shot to coincide with Menu screen shot in 6.1

Pg 16

Replaced screen shot to coincide with Menu screen shot in 6.1

Pg 17

- a) Deleted paragraph from bottom of page revised and placed in box on page 19 under “Post OPM”.
- b) Deleted Note on screen shot and placed note text in table on page 19 under subject “Who May Apply”

Pg 18

Added bookmark/hyperlinks to Appendix L; Under “How to Apply,” deleted text that read “Use Code 500” since there is more than one applicable code available for use depending on the source under which the vacancy is advertised

Pg 19

Clarified information concerning posting time for Vacancy Announcements. Broke down by External and Internal.

Pg 20

Changed URL to correct web address for Requisition Audit Report; made other administrative changes for clarification

Pg 21

Deleted screen shot at top of page -redundant.

Chapter 2

Title of chapter changed to call attention to the entire contents of the chapter.

Chapter 3

Deleted in its entirety – Information duplicated in Resumix/CPDSS User's Guide.

Chapter 4

Changed to Appendix C.

Chapter 5

Changed to Appendix D.

Appendixes

Old Appendix Location/Title

New Appendix Location/Title

Appendix A/Resumix Vacancy
Announcement Sample

Appendix A/Air Force Personnel Center
(AFPC) Vacancy Announcement

Appendix B/Resumix Job Condition Codes

Appendix F

Appendix B/Area of Consideration

Appendix G

Appendix B/Basis of Rating

Appendix H

Appendix B/EEO Statement

Appendix I

Appendix B/How to Apply

Appendix J

Appendix B/OPM Job Conditions

Appendix K

Appendix B/Other Information

Appendix L

Appendix B/Pay, Benefits and Work Schedule

Appendix M

Appendix C/AFPC Geographic Location Codes

Appendix E

Appendix D/OPM Geographic Locations

Appendix N

Appendix E/USAJOBS Sample 1 and 2	Appendix B
Appendix F/Alternative Recruitment Sources	Appendix C
Appendix G/Sample Listing from Federal Career Opportunities Guide On-Line	DELETED
Chapter 4/Alternate Recruitment Sources	Appendix D

Below information refers to new locations identified above.

1. Placed data field codes in order they appear to the user and separated into appendixes.
2. Updated information/clarified verbiage on some of the Appendixes.
3. Deleted old Appendix G “Sample Listing from Federal Career Opportunities Guide On-Line”, not needed.
4. Appendix B, page B-3, “How to Apply” paragraph 2, deleted e-mail requirement to submit resume as a text file and replaced resume with “Applicant Information” in the subject line.
5. Appendix B – Replaced both external and internal samples to reflect current OPM guidance.
6. Appendix G, page G-1, OPM Job Conditions, Code 062, deleted duplicate remark
7. Appendix G, page G-1, OPM Job Conditions, Code 065, revised to read, “Applicants for this position must pass a written test and a structured oral interview.”
8. Appendix G, page G-2, OPM Job Conditions, Code 085, revised to read, “No written requests for application material can be accepted.”
9. Appendix J, page J-1, Pay, Benefits and Work Schedule, Code 200, revised to better define locality pay.
10. Appendix J, page J-2, Pay, Benefits and Work Schedule, Code 227, revised age requirements from 35 to 37 for firefighters.
11. Appendix L, page L-1, How to Apply, Code 500 and Code 502, deleted e-mail requirement to submit resume as a text file and replaced resume with “Applicant Information” in the subject line.
12. Appendix L, page L-1, How to Apply, Code 501, revised to specify candidates must self-nominate

GENERAL:

1. Verbiage revised throughout document to clarify information being provided.
2. Document reformatted to have consistency throughout guide.
3. Information added in various spots to enhance information already provided.
4. Renumbered chapter pages to run consecutively 1-39.